

CASH RECEIPTS VIA CREDIT CARDS

Agencies must close out bank card batches daily. Batches for the current fiscal year must be closed out by September 28, 2002, before 3 a.m. The close out may be done at the normal agency cut off time on September 27, but no later than 3 a.m. September 28, 2002, in order for the funds to be available on September 30, 2002. American Express and Discover Card batches must be closed out on September 25, 2002. This may be done at the normal time of 5 p.m., and must be done before 10 p.m. for funds to be available on September 30, 2002.